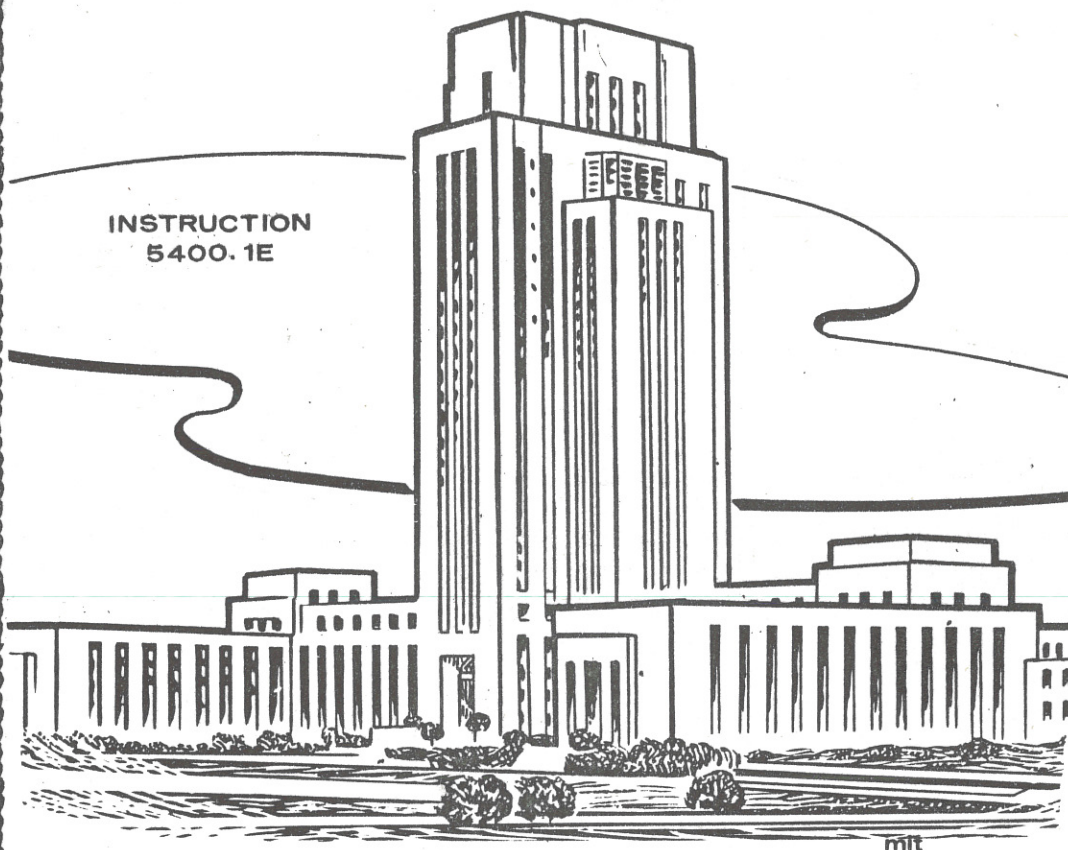


OK.

NATIONAL NAVAL MEDICAL CENTER ORGANIZATION MANUAL.

INSTRUCTION
5400.1E



mlt

BETHESDA



MARYLAND

ANNEX 1

NATIONAL NAVAL MEDICAL CENTER
BETHESDA, MARYLAND 20014

NNMCINST 5400.1E
C-02:CWF:pa
1 July 1965

NNMC INSTRUCTION 5400.1E

From: Commanding Officer
To: Distribution List

Subj: National Naval Medical Center Organization Manual

Encl: (1) Organization Manual

1. Purpose. This Instruction sets forth the organization of this Command.
2. Cancellation. NNMC Instruction 5400.1D of 20 October 1962 is hereby cancelled and superseded.
3. Contents. Enclosure (1) contains organization charts and functional statements for departments of this command.
4. Effective Date. This Instruction becomes effective 1 July 1965.


C. L. ANDREWS

Distribution:
CO's COMP CMDS
Depts/Divs, NNMC
BUMED (2)

TABLE OF ORGANIZATIONAL CHARTS

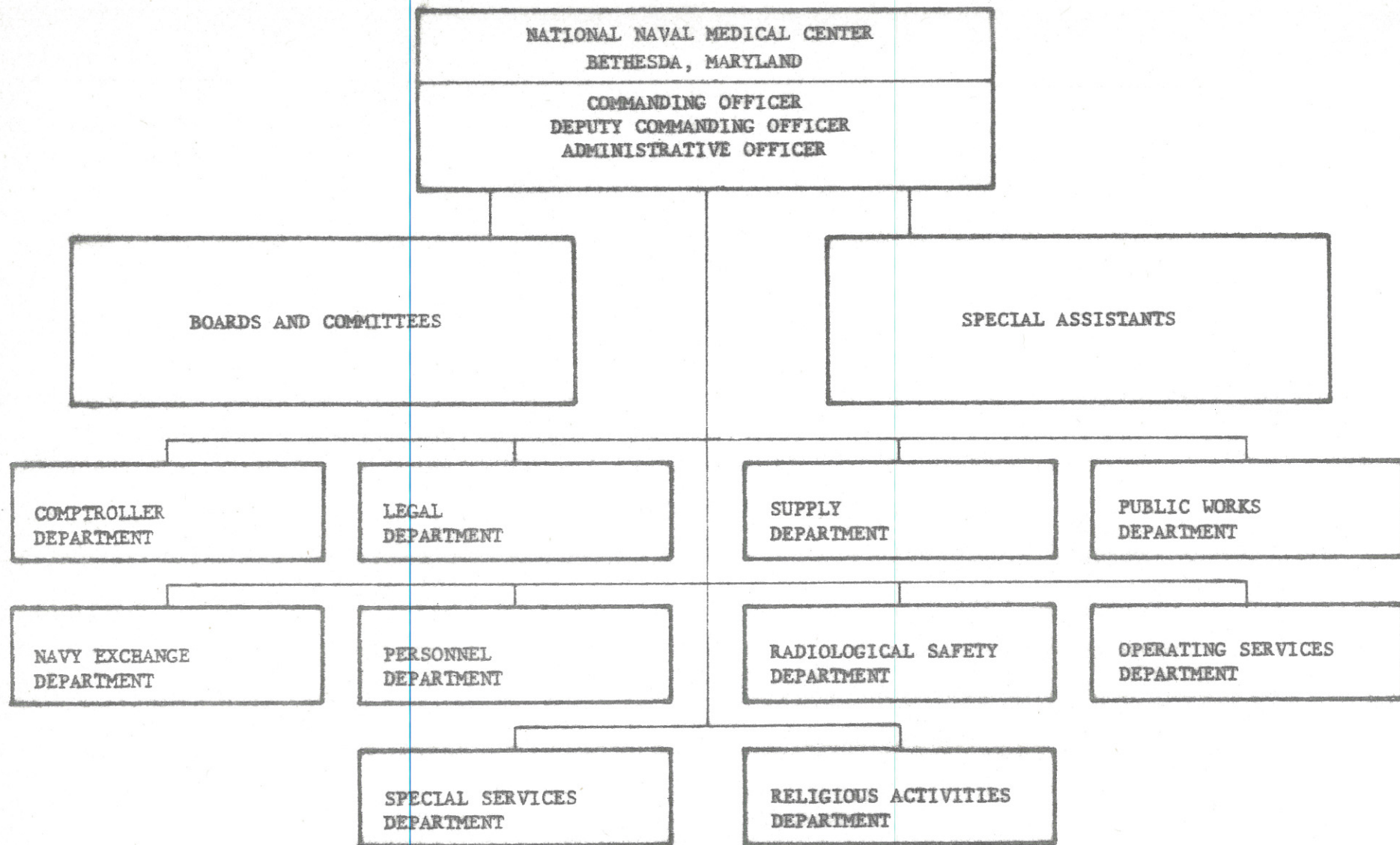
<u>CHART NO.</u>	<u>TITLE</u>	<u>PAGE NO.</u>
1.	Basic Center Organization	A-1
1A.	Component/Host Tenant Activities Supplement	A-3
2.	Comptroller Department	C-1
3.	Legal Department	C-4
4.	Supply Department	C-6
5.	Public Works Department	C-9
6.	Navy Exchange Department	C-12
7.	Personnel Department	C-14
8.	Radiological Safety Department	C-17
9.	Operating Services Department	C-19
10.	Special Services Department	C-23
11.	Religious Activities Department	C-26

TABLE OF CONTENTS

	<u>Page</u>
Table of Organization Charts	ii
Record of Changes	iii
Section A. Mission and Tasks of National Naval Medical Center, Bethesda, Maryland	A.4
Section B. Office of the Commanding Officer	B.1
Section C. Operating Departments	C.1

RECORD OF CHANGES

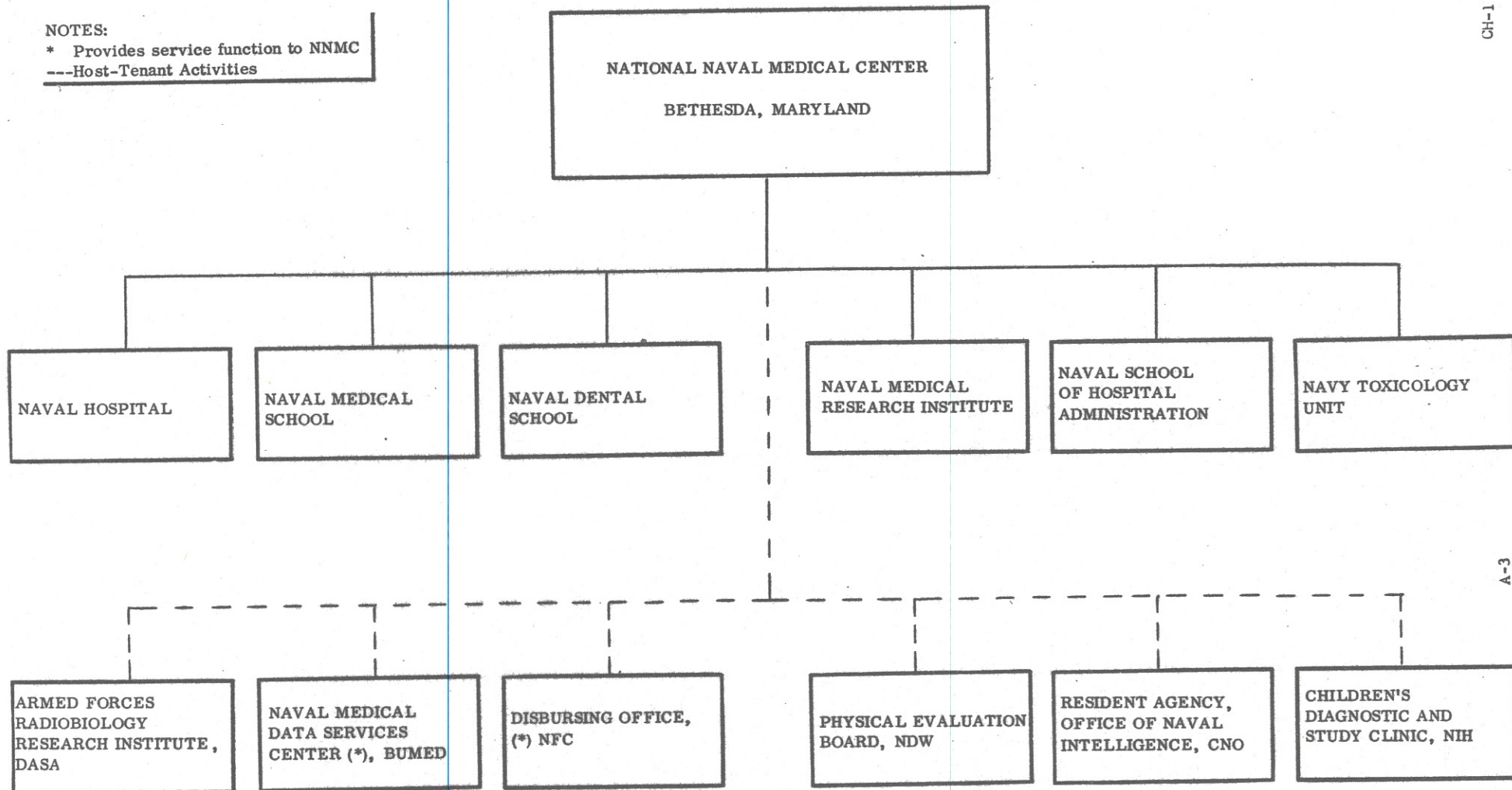
CHANGE NO.	DATE OF CHANGE	DATE ENTERED	SIGNATURE OF PERSON MAKING CHANGE
1 thru 4	completed		D. W. Johnson H113



Date: 27 Feb 1967	Approved: <i>G. M. Davis</i> Commanding Officer	BUREAU OF MEDICINE AND SURGERY WASHINGTON, D. C.	NATIONAL NAVAL MEDICAL CENTER BETHESDA, MARYLAND	Chart No. 1
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NOTES:

- * Provides service function to NNMC
- Host-Tenant Activities



CH-1

A-3

Date: 16 March 1966	Approved: <i>G. L. Andrews</i> Commanding Officer	BUREAU OF MEDICINE AND SURGERY WASHINGTON, D. C.	NATIONAL NAVAL MEDICAL CENTER BETHESDA, MARYLAND	Chart No. 1A
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SECTION A. MISSION AND TASKS OF THE NATIONAL NAVAL MEDICAL CENTER, BETHESDA, MARYLAND 20014

1. Status. The Center is in an active operating status under a Commanding Officer.
2. Command. The Center is under the command of Chief, Bureau of Medicine and Surgery.
3. Support. The Center is under the support of Chief, Bureau of Medicine and Surgery.
4. Area Coordination. The Center is under the area coordination of the Commandant, Naval District, Washington, D. C.
5. Mission. The mission of the Center is to administer the various components, by direction, coordination, and professional supervision, concerning research, training, and clinical and hospitalization services.
6. Tasks. The following tasks are assigned*to accomplish the mission:
 - a. Maintain liaison with other institutions to facilitate promotion of professional interest.
 - b. Exercise direct control over certain administrative activities including personnel, security, legal affairs, communications, religious services, civilian personnel, information and education (in collaboration with the component commands), and Naval Reserve training.
 - c. Exercise direct control over certain logistic activities including fiscal, public works, supply, navy exchange, officers quarters and messes, sanitation, special services, transportation, maintenance, laundry, radiological safety, and fire protection.
 - d. ~~Provide or undertake such other appropriate functions as may be authorized or directed by higher authority.~~

OFFICE OF THE COMMANDING OFFICER

I. The Office of the Commanding Officer consists of the Commanding Officer, the Deputy Commanding Officer, and the Administrative Officer. The function of this office is to plan, direct, and control the activities of the command and of the component commands to ensure effective and efficient accomplishment of missions. The Commanding Officer, U. S. Naval Hospital, Bethesda, has additional duty as the Deputy Commanding Officer.

II. Special Assistants

II. A. Technical Director, Clinical Research and Postgraduate Medical Education.

The Technical Director, Clinical Research and Postgraduate Medical Education is responsible for the conception, promotion, conduct, and evaluation of an integrated research and education program in support of the Medical Department responsibilities as they relate to Medical Department officers' Training Program and clinical investigation oriented towards the special problems of diagnosis, treatment, and rehabilitation of the military sick and injured.

II. B. Management Analyst

The Management Analyst investigates, analyzes and reviews operating procedures with a view toward correcting deficiencies and improving methods to ensure the most efficient and economic accomplishment of the Center mission. This includes Forms Control, Navy Directives control, and other paperwork control programs.

II. C. Mess Treasurer, Commissioned Officers' Mess (Open)

The Mess Treasurer, Commissioned Officers' Mess (Open), advises and assists the Commanding Officer in planning, organizing, directing and executing the operations, administration, and financial management of the Commissioned Officers' Mess (Open); responsible for the custody, safekeeping and preservation of records and property of the Mess; the receipt, safekeeping, deposit, disbursement and accountability of funds of the Mess.

II. D. Mess Treasurer, Chief Petty Officers' Club (Open)

The Mess Treasurer, Chief Petty Officers' Mess (Open), advises and assists the Commanding Officer in planning, organizing, directing and executing the operations, administration, and financial management of the Chief Petty Officers' Mess (Open); responsible for the custody, safekeeping and preservation of records and property of the Mess; the receipt, safekeeping, deposit, disbursement and accountability of funds of the Mess.

II. E. Aide and Public Affairs Officer

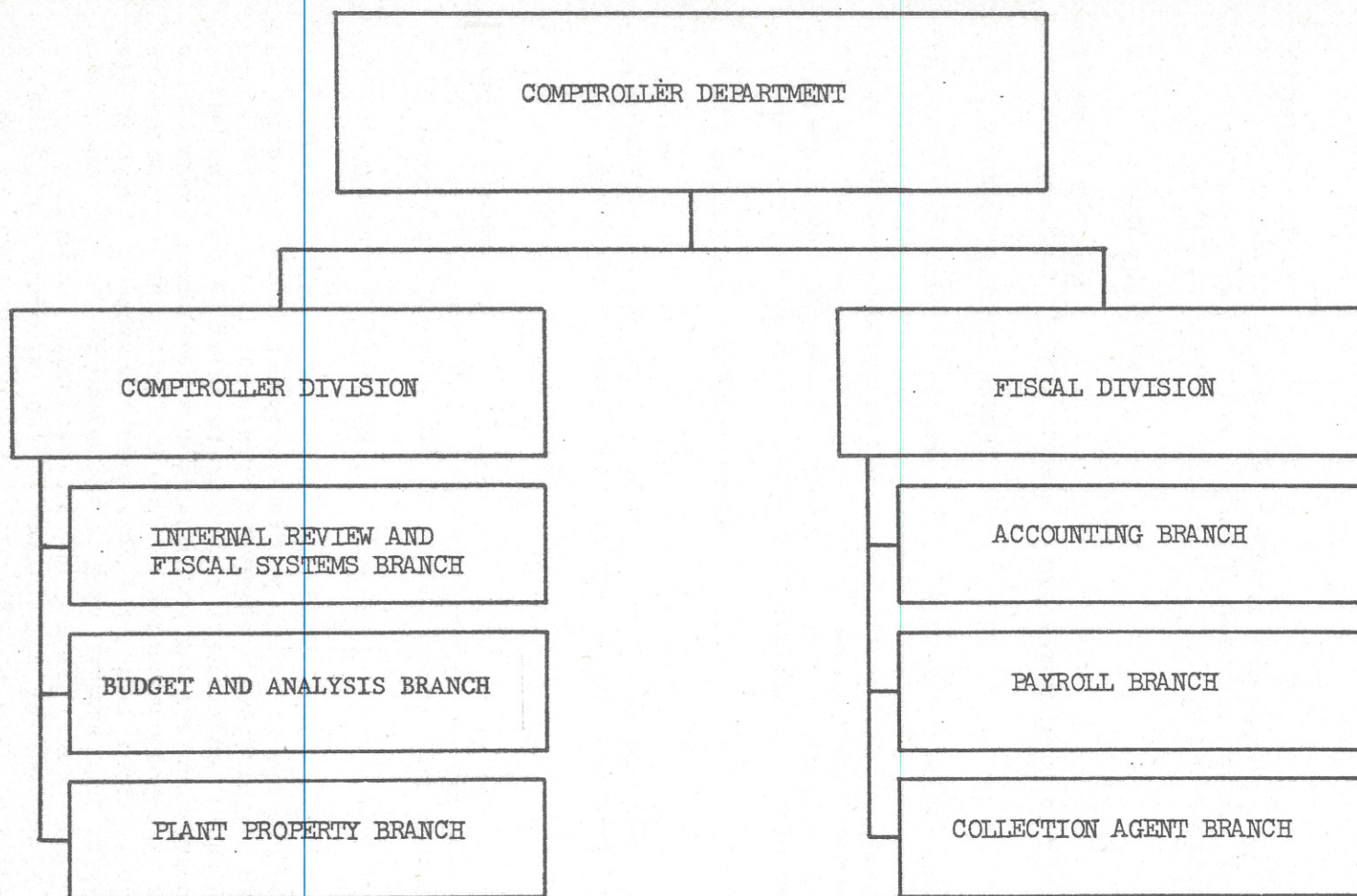
The Aide and Public Affairs Officer acts as personal aide to the Commanding Officer, National Naval Medical Center; he advises the Commanding Officer on matters of protocol; acts as Administrative Assistant to the Commanding Officer on visits; advises and assists the Commanding Officer on necessary technical and logistic support for medical and high-level meetings, conferences and seminars; acts as Visitors' Officer; prepares and releases material to the press and other media, maintaining close liaison with Washington, D. C. area representatives of information media, both military and civilian.

II. F. Assistant for Women

The Assistant for Women advises the Commanding Officer, National Naval Medical Center and Commanding Officers, Component Activities on matters pertaining to the administration of enlisted women; assists in implementing the policies and instructions relating to enlisted women emanating from the Chief of Naval Personnel; and assists in achieving the most effective utilization of enlisted women personnel and in maintaining good morale.

III. Boards and Committees

Boards and committees are appointed by the Commanding Officer to conform to the requirements of law or regulations, and to advise the Commanding Officer on matters of policy or particular interest.



Date: 8-8-66	Approved: <i>G. M. Rame</i> Commanding Officer	BUREAU OF MEDICINE AND SURGERY WASHINGTON, D. C.	NATIONAL NAVAL MEDICAL CENTER BETHESDA, MARYLAND	Chart No. 2
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I. COMPTROLLER DEPARTMENT

The function of the Comptroller Department is to develop and administer a sound financial system and program for the Center complex and to provide Commanding Officers with the factual data essential for effective management control of operations. This includes the collection, recording, classifying, summarizing, analyzing and interpreting of all economic data generated through operations and the maintenance of a financial management system which integrates and coordinates the various financial operations; recommendations on civilian personnel allocations to the various departments and programs; and making available an information system to provide technical guidance, coordination, and advice to all supported components concerning program formulation, execution, and review.

I. A. COMPTROLLER DIVISION

The Comptroller Division is responsible for the internal review, program analysis and plant property functions of the National Naval Medical Center.

I. A.1 INTERNAL REVIEW AND FISCAL SYSTEMS BRANCH

The function of this branch is the review, analysis, and appraisal of financial procedures and methods employed throughout the Center complex.

I. A.2 BUDGET AND ANALYSIS BRANCH

The function of this branch is to perform all budgeting procedures, allocate funds received as directed by the Comptroller upon the recommendation of the Budget Advisory Council, develop and recommend systems for collecting and integrating cost and work measurement (workload and man-hours) data to facilitate staff analysis of the effectiveness of money, material and manpower utilization in the execution of the Center budget.

I. A.3 PLANT PROPERTY BRANCH

The function of this branch is the maintenance of Station Plant Property Records.

I. B. FISCAL DIVISION

The Fiscal Division is responsible for the maintenance of a complete and systematic set of records of all financial transactions of the NNMC complex, including allotments, civilian payroll, cost accounting, and collection agent.

I. B.1 ACCOUNTING BRANCH

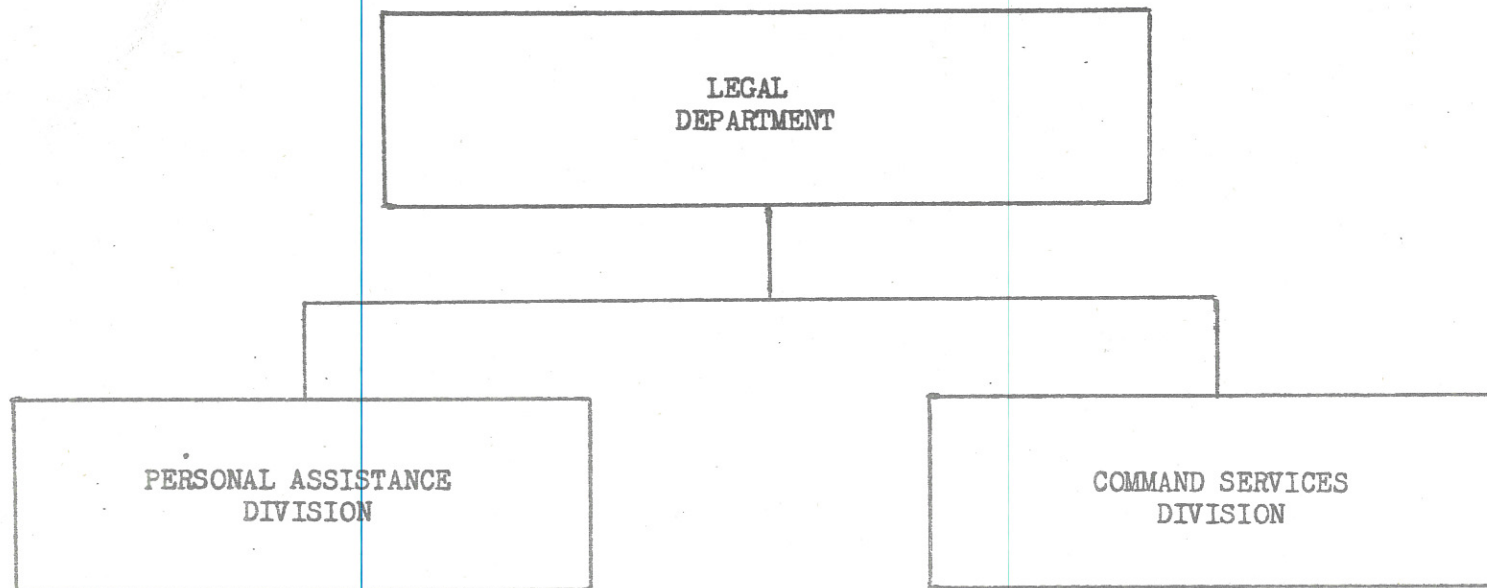
The Accounting Branch maintains the Fund Resources Ledgers, the General Ledger Accounts, the General Journal, the Funded and Unfunded Accounts Receivable Ledger; processes documents which affect the status of funds; produces EAM cards from such documents and forwards them to the Data Services Center for the production of the Posting Advice; verifies and certifies bills against the activity and forwards them to the Navy Finance Center for payment; prepares bills for charges against other activities for goods and services; prepares and submits records and reports concerned with allotment accounting; maintains the historical files of documents affecting past allotment transactions; maintains the accrual accounting system; maintains Navy Stock Fund accounting procedures; processes payroll information for applications against allotment records.

I. B.2 TIME, LEAVE, AND PAYROLL BRANCH

The function of this branch is the maintenance of civilian payroll records, preparing payroll figures from time cards and forwarding them to Data Services Center for production of the smooth payrolls and pay checks, charging and crediting annual and sick leave to Service Cards as appropriate, keeping records of employee contributions to retirement, insurance, union, or other authorized deductions, prepares and submits reports required in connection with the civilian payrolls, maintains historical files concerning payroll operations.

I. B.3 COLLECTION AGENT BRANCH

The Collection Agent Branch collects all monies for the sale of goods and services, maintains accounts of such receipts, disposes of monies received in accordance with current procedures, accounts for refunds made by the Collection Agent Branch and the Disbursing Officer, prepares reports to transfer funds from Suspense, Navy to the proper appropriations, maintains the Unfunded Accounts Receivable Ledger and the Journals for monies collected, maintains individual accounts receivable accounts, executes procedures for the collection of delinquent accounts, prepares and submits records and reports concerning Collection Agent operations, maintains the change fund and directs the activities of the agent cashiers and the collectors of funds from retail sales.



C-4

Date: 7-1-65	Approved: <i>A. H. Anderson</i> Commanding Officer	BUREAU OF MEDICINE AND SURGERY WASHINGTON, D.C.	NATIONAL NAVAL MEDICAL CENTER BETHESDA, MARYLAND	Chart No. 3
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II. LEGAL DEPARTMENT

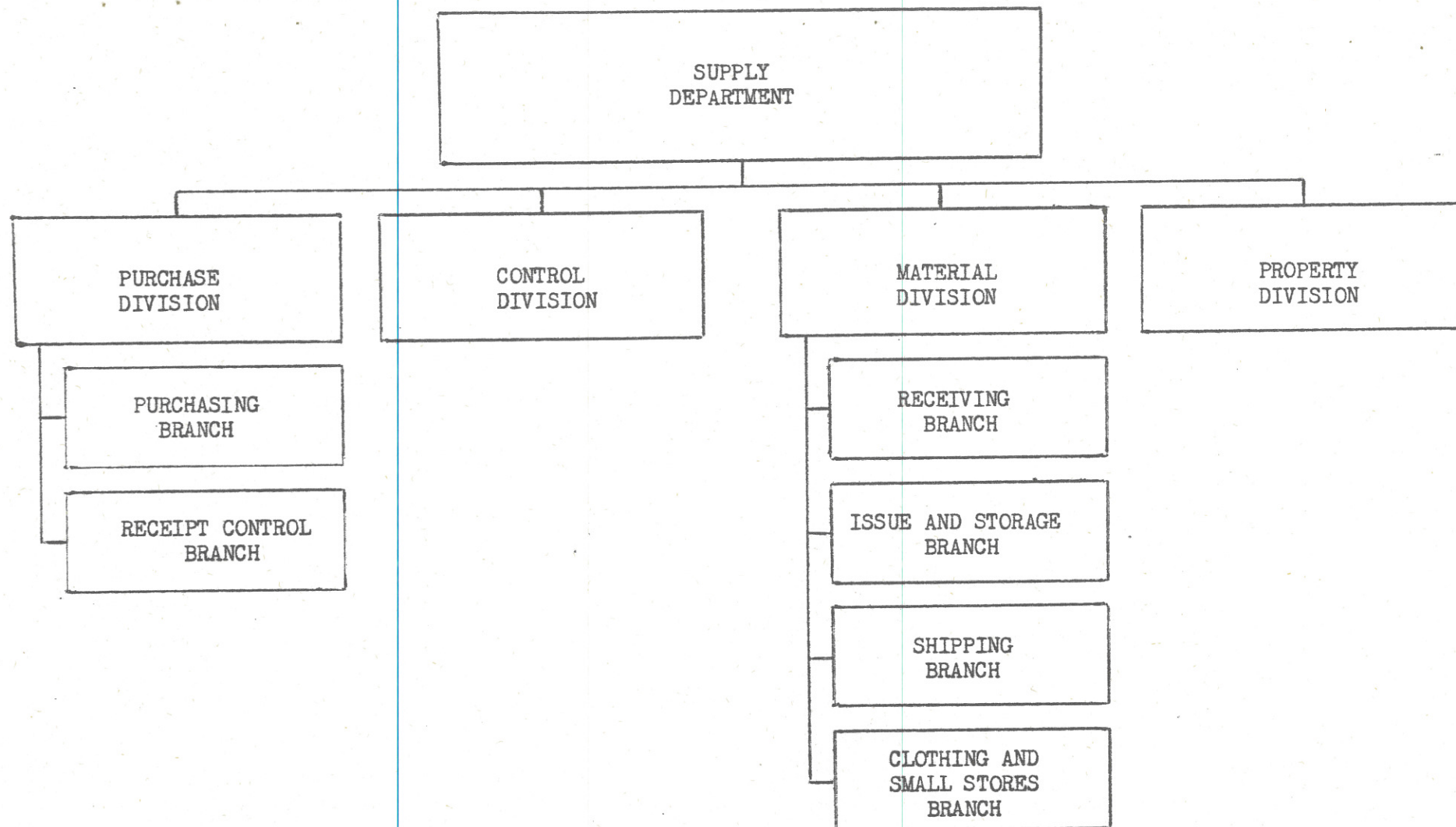
The function of this department is to furnish opinions, advice, and representation in matters relating to civil, military, and administrative law and medico-legal matters to the Commanding Officer, NNMC, and to the Commanding Officers of the component commands; to counsel staff military personnel and their dependents, hospital patients and their dependents, and retired personnel located in the immediate vicinity on personal matters of a legal nature.

II. A. PERSONAL ASSISTANCE DIVISION

The function of this division is to provide guidance and counsel to the individual with respect to personal matters of a legal nature such as agency, motor vehicle, chattels, contracts, domestic relations, estates, insurance, landlord and tenant, real estate, taxation, torts, and wills; to provide guidance and assistance in the preparation of correspondence and the execution of pertinent legal documents and legal instruments such as power of attorney and wills; to maintain a portion of the law library for the purpose of providing current provisions of law applicable in the Metropolitan area; and to maintain liaison with local law enforcement agencies.

II. B. COMMAND SERVICES DIVISION

The function of this division is to furnish opinions, advice, and representation in such matters as proceedings of courts-martial, investigations, civilian employee disciplinary matters, and matters involving potential civil liability on the part of the government; to provide counsel to act in behalf of the command in the negotiation of union contracts; and in the execution of the foregoing services, to prepare such legal documents as contracts and various other agreements, and formal reviews and opinions on various legal problems.



C-6

Date: 7-1-65	Approved: <i>L. H. Anderson</i> Commanding Officer	BUREAU OF MEDICINE AND SURGERY WASHINGTON, D.C.	NATIONAL NAVAL MEDICAL CENTER BETHESDA, MARYLAND	Chart No. 4
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III. SUPPLY DEPARTMENT

The function of this department is to provide supply support for the Center, its component commands, and such other units or organizations as may be directed by competent authority.

III. A. PURCHASE DIVISION

This division arranges for the purchase of all material required by the Commands.

III. A. 1. PURCHASING BRANCH

The function of this branch is the purchase of all materials in accordance with laws and current directives; preparation of all requisitions and related documents necessary to obtain prior approval of higher authority for materials or services; and liaison with The Navy Purchasing Office, Washington, D. C. for procurement of items beyond the purchase authority of the Center.

III. A. 2. RECEIPT CONTROL BRANCH

The function of this branch is maintenance of purchase order file; follow-up on purchased material to ensure timely delivery; and certification and forwarding of invoices for payment.

III. B. CONTROL DIVISION

The functions of this division are to maintain stocked material within prescribed levels; to review, from technical and accounting standpoints, all requests for material to ensure proper information; to submit requisitions and followups for all standard material; and to maintain all Stores Accounting books of account.

III. C. PROPERTY DIVISION

The function of this division is the ~~maintenance of Station Plant Property Records~~; receipt, marking, and issue of all equipment; relocation and disposal of equipment as necessary; and procurement of repairs for selected equipment.

III. D. MATERIAL DIVISION

The function of this division is the receipt, inspection, storage, and disposition of all incoming material and shipment of outgoing material, and the operation of the Small Stores.

III. D. 1. RECEIVING BRANCH

This branch receives and inspects all incoming material; institutes claims for shipment discrepancies or damages; and routes material to its proper location or user.

III. D. 2. ISSUE AND STORAGE BRANCH

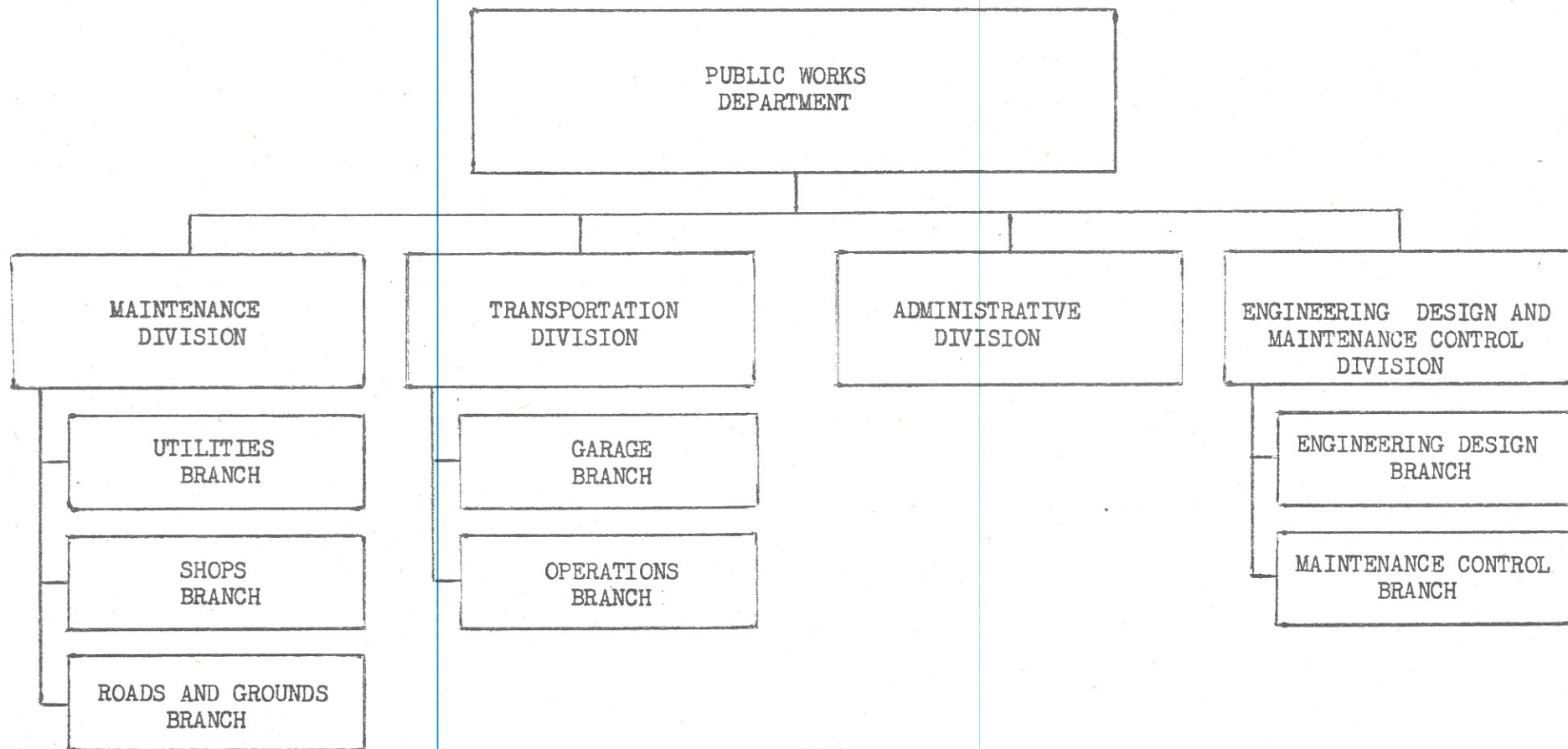
This branch issues material as requested and stores all stock material.

III. D. 3. SHIPPING BRANCH

This branch maintains liaison with the Primary Shipping Activity, Naval Station, Washington, D. C.; prepares all necessary shipping documents; arranges for direct emergency shipment when necessary and accomplishes Government Bills of Lading.

III. D. 4. CLOTHING AND SMALL STORES BRANCH

The function of this branch is the operation of a retail clothing store as a branch of the Naval Station, Washington, D. C. main clothing store.



C-9

Date: 7-1-65	Approved: <i>B. R. Anderson</i> Commanding Officer	BUREAU OF MEDICINE AND SURGERY WASHINGTON, D.C.	NATIONAL NAVAL MEDICAL CENTER BETHESDA, MARYLAND	Chart No. 5
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IV. PUBLIC WORKS DEPARTMENT

The function of this department consists of the inspection, operation, alteration, repair, and maintenance of public works, public utilities, including landscaping, and of construction, transportation and weighthandling equipment; and housing management. This department provides services, utilities, and maintenance necessary for care of all Center facilities. The Public Works Department creates a pleasant and comfortable physical environment for all personnel concerned.

IV. A. MAINTENANCE DIVISION

This division is responsible for accomplishing all work required for providing alterations, improvements, repairs and maintenance of all public works, including buildings, grounds and ground structures; and public utilities, including electric, water, steam, air gas, fuel oil, and sanitary systems, refrigeration units, government-owned internal communication and fire alarm systems, and roads and grounds. This includes repair, alteration, and new construction incident to maintenance; collection of garbage, trash, and refuse; and the accomplishment of insect and rodent control.

IV. A. 1. UTILITIES BRANCH

This branch is responsible for all work required in the production and transmission of steam for heat, hot water and space heating purposes, and the production of chilled water for refrigeration and air conditioning in hospital buildings or of all NNMC facilities. The following shops or sections are included: Power Plant, Refrigeration and Air Conditioning.

IV. A. 2. SHOPS BRANCH

This branch is responsible for accomplishing all work required of the following sections or shops: Woodworking, Paint, Metal Trades, Electrical, Emergency Repair and Service, and Medical Repair.

IV. A. 3. ROADS AND GROUNDS BRANCH

This branch provides for the propagation and care of lawn, trees, flowers, plants and shrubs; developing a ground beautification program; eliminating insects injurious to foliage; maintaining grounds, roadways, sidewalks, and paved areas; storm drainage system; snow removal and sanding operations; and pest control.

IV. B. TRANSPORTATION DIVISION

This division is responsible for providing transportation and equipment services to all components of the activity. These include: operating vehicle and equipment pools; operating scheduled and

unscheduled passenger and freight transport systems; maintaining automotive, construction, and weight-handling equipment.

IV. B. 1. GARAGE BRANCH

This branch is responsible for the maintenance and repair of transportation equipment including materials handling and lawn mowers.

IV. B. 2. OPERATIONS BRANCH

This branch is responsible for vehicle and equipment pool operation, providing for both passenger and freight by scheduled and unscheduled transportation runs. It provides chauffeur-driven and you-drive-it type vehicles.

IV. C. ADMINISTRATIVE DIVISION

The Administrative Division provides general support to all divisions concerned and is responsible for all matters in the Public Works Department pertaining to office management. This includes office services, reproduction, reports, and statistics and housing management.

IV. D. ENGINEERING, DESIGN AND MAINTENANCE CONTROL DIVISION

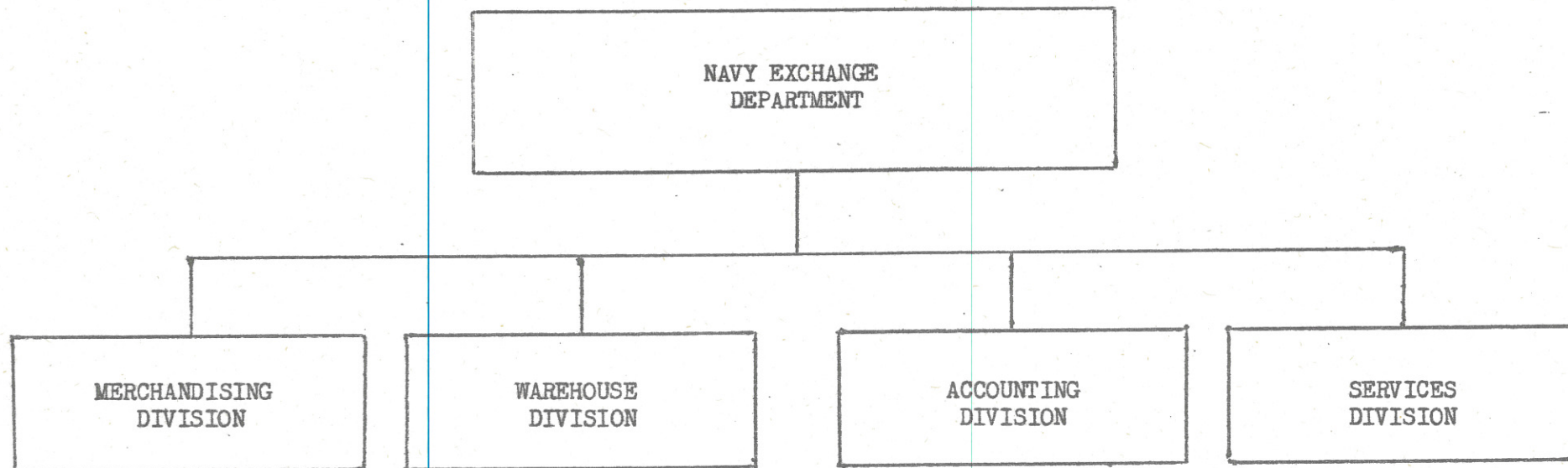
This division is responsible for the direction and coordination of all matters pertaining to the Engineering, Design and Maintenance Control Division and for maintaining liaison between the Public Works Department and other components of the activity on public works matters pertaining to these divisions. This includes the responsibility for the integration of a maintenance workload program, the continuous inspection of public works and public utilities to reveal the need for maintenance work, the preparation of manpower and materials estimates for job orders, the determination of the need for engineering advice and assistance, and initiation of requests to the Public Works Officer for approval to perform work by contract.

IV. D. 1. ENGINEERING DESIGN BRANCH

This branch provides assistance to the Public Works Officer on matters pertaining to engineering; development of plans and specifications for development of projects; provision of current plans of all buildings, structures and utilities; preparation of Shore Station Development Program and master plans; coordinates functions with other phases of logistic support provided by the Public Works Department.

IV. D. 2. MAINTENANCE CONTROL BRANCH

This branch is responsible for the integration of a maintenance workload program screening and classifying all work requests, including emergency/service type work prior to submission to shops for accomplishment; the continuous inspection of public works and public utilities to reveal the need for maintenance work; the preparation of manpower and materials estimates for job orders; preparation of all standing job orders. This includes recording of all incoming requests for maintenance work (emergency/service authorizations).



C-12

Date: 7-1-65	Approved: <i>G. R. Andrews</i> Commanding Officer	BUREAU OF MEDICINE AND SURGERY WASHINGTON, D.C.	NATIONAL NAVAL MEDICAL CENTER BETHESDA, MARYLAND	Chart No. 6
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VI. NAVY EXCHANGE DEPARTMENT

The function of the Navy Exchange Department is to provide a convenient and reliable source from which authorized patrons may obtain, at the lowest practicable cost, articles and services required for their well being and contentment; to provide, through profits, a source of funds to be used for the welfare and recreation of Naval personnel; and to promote the morale of the command in which it is established through the operation of a well managed, attractive, and serviceable Exchange.

VI. A. MERCHANDISING DIVISION

The function of this division is the operation of the retail departments including Procurement, Stock Control, and Display. Technical supervision and guidance in retail merchandising matters is provided to branches and locations by the main retail store.

VI. B. WAREHOUSING DIVISION

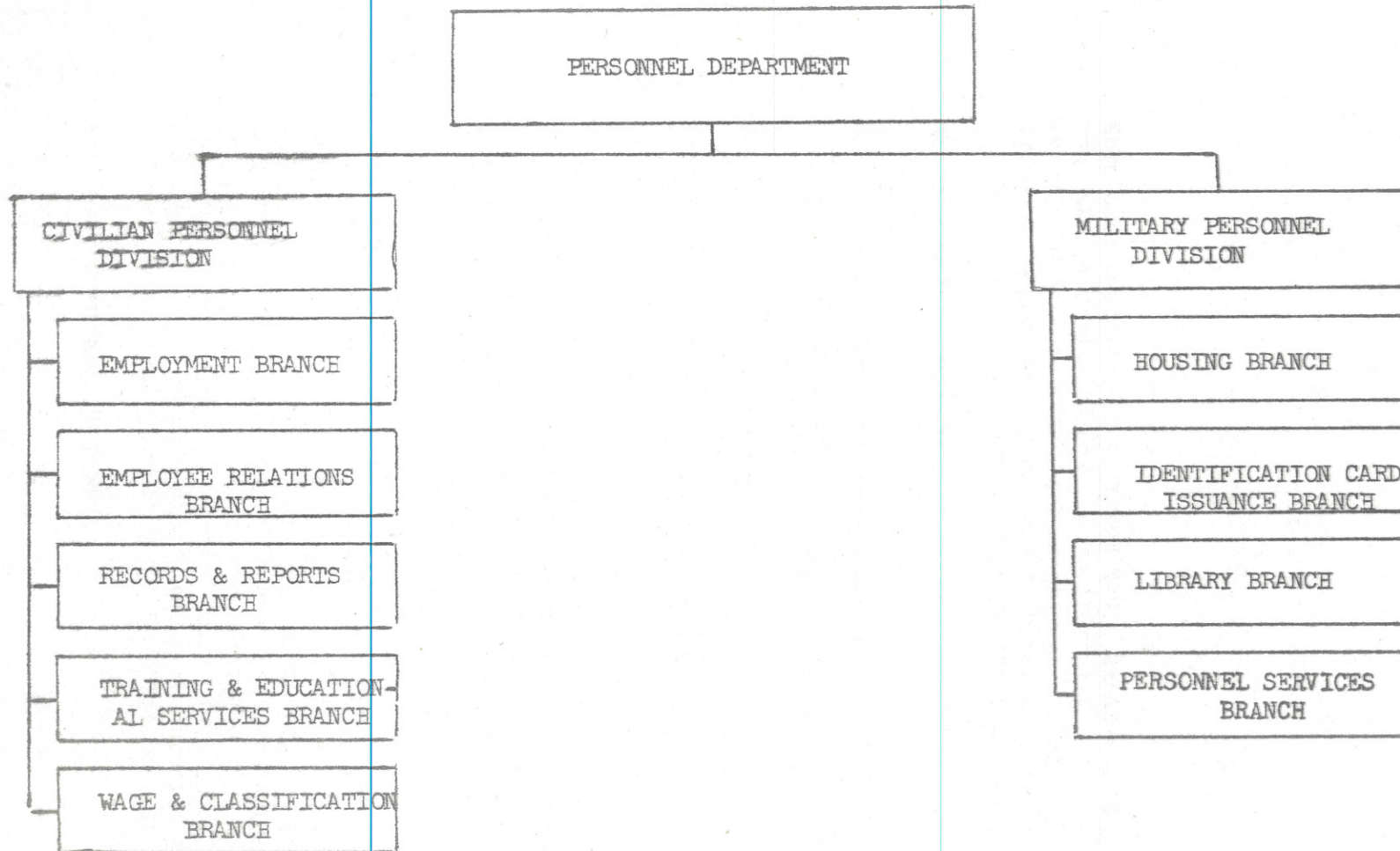
The function of this division is the receiving, marking, storage, and shipping of merchandise.

VI. C. ACCOUNTING DIVISION

The function of this division is the office operations dealing with the handling of cash, bookkeeping, the preparation of operating reports, maintenance of records and other paper work concerning financial management.

VI. D. SERVICES DIVISION

This division provides the following services to all authorized patrons: Barber and beauty shops, service station, tailoring, watch repair, cafeterias and snack bars, vending machines, laundry and dry cleaning, optical, photo finishing, cobbler, TV rentals, golf cart rentals, and Enlisted Men's Service Clubs.



Date: 27 Feb 1967	Approved: <i>D. M. Davis</i> Commanding Officer	Bureau of Medicine and Surgery Washington, D. C.	NNMC, Bethesda, Maryland	Chart No.
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C-14

CH-4

VII. PERSONNEL DEPARTMENT

The function of this department is rendering the staff functions of advice, assistance, service, and control on matters directly and indirectly relating to the management of military and civilian personnel for those commands, offices, and individuals who seek such either by direction, necessity, or convenience.

VII. A. CIVILIAN PERSONNEL DIVISION

This division is charged with the managerial and technical aspects of the personnel program relating to civilian personnel including the procurement, development, utilization, and maintenance of a labor force.

VII. A. 1. EMPLOYMENT BRANCH

This branch is responsible for locating, developing, and utilizing sources of labor; initiating and processing recruitment actions; administering the selection process; and placing the employees in the work environment.

VII. A. 2. EMPLOYEE RELATIONS BRANCH

This branch is assigned the responsibility of planning, programming, and effecting personnel activities and actions involved in Labor Relations; employee performance including appraisals, ratings, and the Incentive Awards Program; and the discipline, insurance, physical disability, retirement, and security programs.

VII. A. 3. RECORDS AND REPORTS BRANCH

This branch is vested with the administration, maintenance, and custody of personnel files and records and prepares statistical reports relating to civilian and military personnel.

VII. A. 4. TRAINING AND EDUCATIONAL SERVICES BRANCH

This branch is concerned with all aspects and the full range of services and programs of an educational and training nature, both on and off-duty, formal and informal, government and non-government sponsored, less the In-Service Training Program for enlisted personnel.

VII. A. 5. WAGE AND CLASSIFICATION BRANCH

This branch provides Position Classification services which include technical assistance in the determination of manpower needs and job structure, classification of graded and ungraded positions, assistance in the annual maintenance reviews, initiation of desk audits, and the completion of statistical studies for review and action.

VII. B. MILITARY PERSONNEL DIVISION

This division administers the managerial and technical aspects of the personnel program relating to staff military personnel less the training and advancement phases. Allied to the personnel function but extending service to all commands comprising the center complex are the centralized operations comprised of issuance of Temporary Additional Duty, Authorization, and Conference Travel Orders; certain on-and off-station Housing Programs; and the issuance of identification cards. In case of the latter, the service is provided to all authorized personnel in the Metropolitan Washington Area.

VII. B. 1. HOUSING BRANCH

This branch is responsible for the administration of the Enlisted Men's Quarters, the WAVES Quarters, and the BOA; administration of an off-station housing program; and the issuance of approval to reside off-station.

VII. B. 2. IDENTIFICATION CARD ISSUANCE BRANCH

This branch is responsible for the issuance of Identification Cards to active, retired, and reserve military personnel and their dependents; civilian employees; and other authorized personnel.

VII. B. 3. LIBRARY BRANCH

This branch is responsible for the library program for staff and patient personnel.

VII. B. 4. PERSONNEL SERVICES BRANCH

This branch administers the military personnel program including the maintenance of service records, preparation and submission of reports and statistics, and the issuance of TAD, authorization and conference travel orders for officer personnel.

RADIOLOGICAL SAFETY
DEPARTMENT

PHOTODOSIMETRY
DIVISION

RADIATION HEALTH PROTECTION
DIVISION

ISOTOPE RECEIPT AND DISPOSAL
DIVISION

Date:

7-1-65

Approved:

H. Anderson
Commanding Officer

BUREAU OF MEDICINE AND SURGERY
WASHINGTON, D.C.

NATIONAL NAVAL MEDICAL CENTER
BETHESDA, MARYLAND

Chart No.

8

C-17

VIII. RADIOLOGICAL SAFETY DEPARTMENT

The function of this department is to provide radiological safety services for the Center and its component commands, and as an additional duty, supervise the photodosimetry program for all fleet and shore activities.

VIII. A. PHOTODOSIMETRY DIVISION

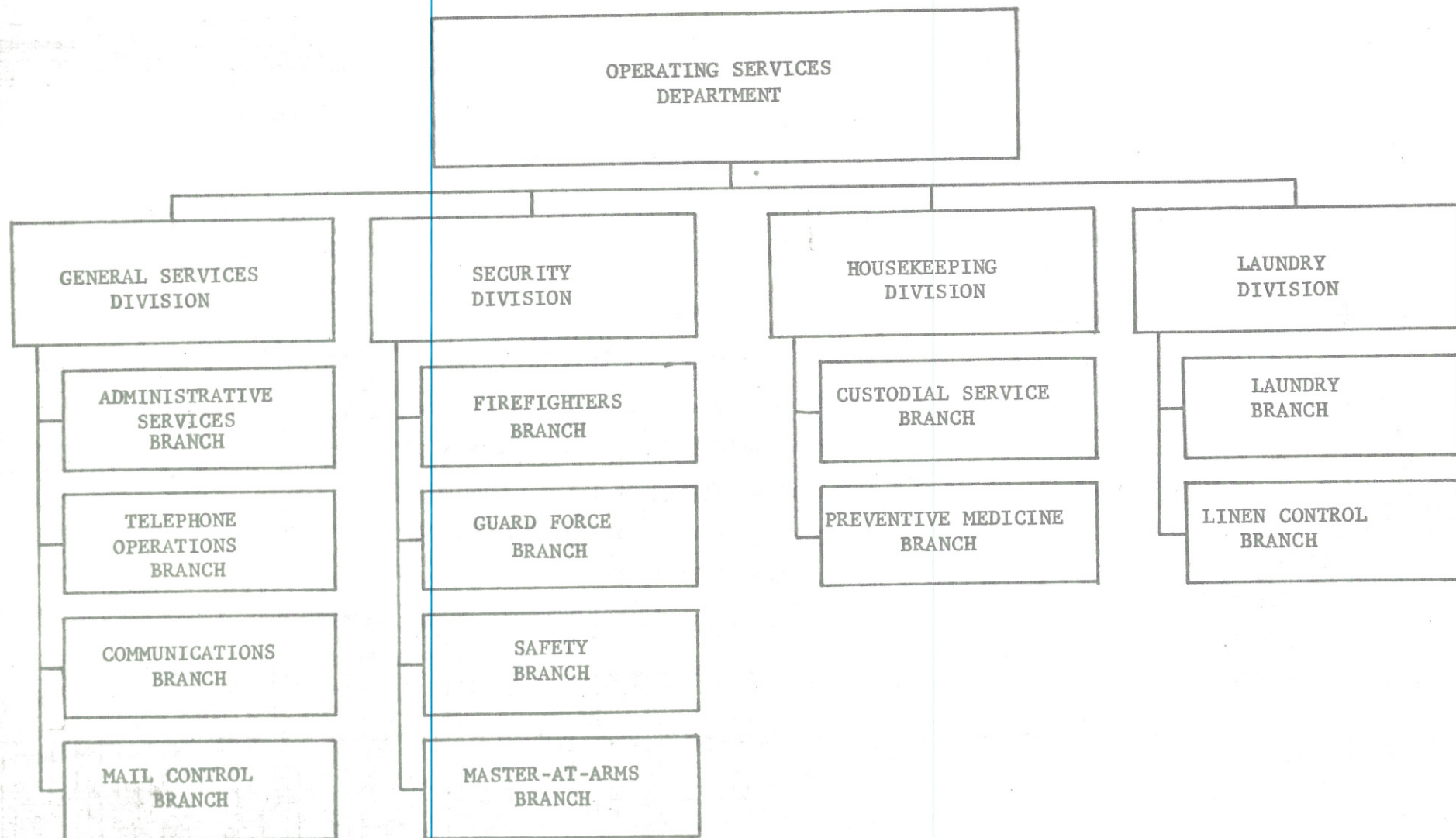
The function of this division is to monitor the radiation exposure of personnel assigned to the center and its component commands, and to prepare various density and exposure graphs for distribution by BUMED to all fleet and shore activities.

VIII. B. RADIOLOGICAL HEALTH PROTECTION DIVISION

The function of this division is to monitor radiation exposure of radioactive material storage spaces and laboratories within the Center and its component commands and to provide monitoring and survey services for patients receiving isotope therapy.

VIII. C. ISOTOPE RECEIPT AND DISPOSAL DIVISION

The function of this division is to receive and dispose of all radioactive material at the Center and its component commands to insure that radiation does not exceed safety levels and the A.E.C. license allowance. Also performs additional duty assigned by BUMED of arranging for radioactive source disposal for all naval shore activities.



Date: 7-1-66	Approved: <i>B. L. Andrews</i> Commanding Officer	BUREAU OF MEDICINE AND SURGERY WASHINGTON, D. C.	NATIONAL NAVAL MEDICAL CENTER BETHESDA, MARYLAND	Chart No. 9
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IX. B. LAUNDRY AND LINEN CONTROL DIVISION

This division provides a single common pick-up and delivery service for the NNMC and its component commands. The Division is responsible for procurement, control, issue, and disposition of linen supplies.

IX. B.1. LAUNDRY BRANCH

This branch operates the laundry and performs laundering, starching, dyeing, repairing, and disinfecting of all government-owned linen used by the Center and its component commands.

IX. B.2. LINEN CONTROL BRANCH

This branch provides pick-up services for all soiled linens and delivery service for all clean linens, classifies and weighs soiled linen for washing, transports linens to and from the laundry, and performs the functions of procurement, control, issue, and disposition of all linen and supplies.

IX. C. HOUSEKEEPING DIVISION

This division provides an adequate housekeeping program for the Center. The division maintains spaces in a clean, orderly, and sanitary condition; establishes and maintains standards, work methods, and schedules for the housekeeping program; and supervises removal and disposal of trash.

IX. C.1. CUSTODIAL BRANCH

The function of this branch is to maintain and operate a housekeeping program for the Center. This includes cleaning of spaces assigned and removal and disposal of trash.

IX. C.2. PREVENTIVE MEDICINE BRANCH

The function of this branch is to administer the preventive medicine program for the Center and to provide professional assistance and advice to the component commands. The program includes prevention and control of communicable diseases through such measures as training, inspections, testing, and vector control.

IX. D. SECURITY DIVISION

The function of Security Division is the administration of the security and traffic management programs and the providing of plant protection and fire protection.

IX. D.1. FIREFIGHTERS BRANCH

This branch provides fire protection for the NNMC complex through fire prevention measures and provides fire fighting capability for all types of fires which might occur on board the station.

IX. D.2. CIVIL GUARD BRANCH

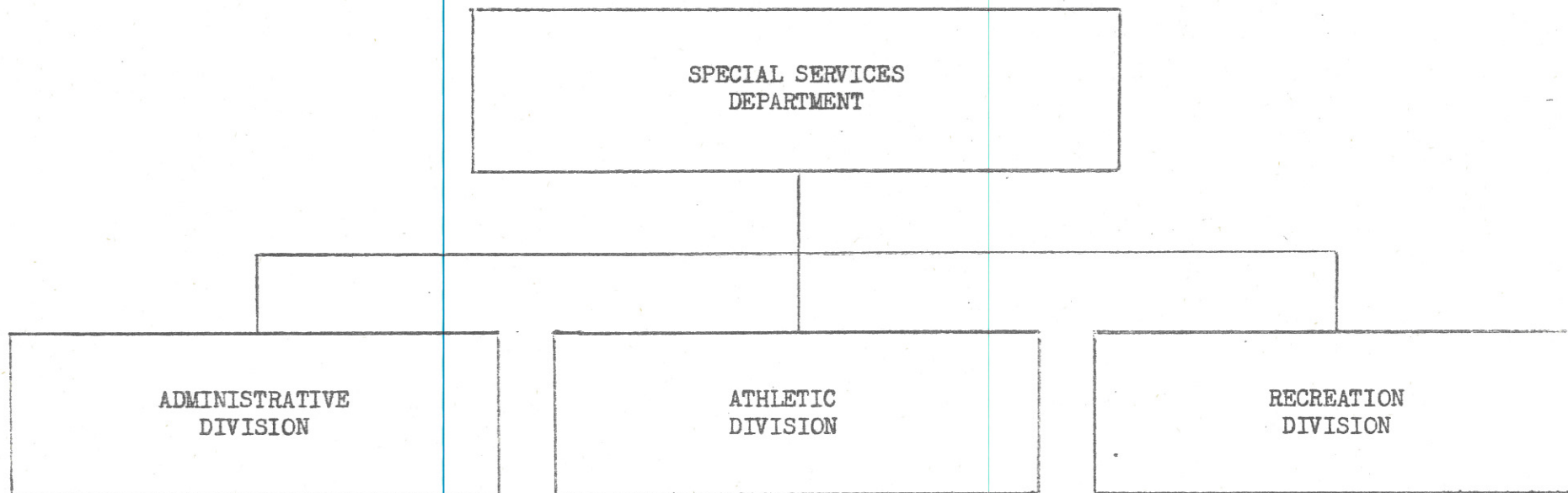
This branch provides guard services for the maintenance of good order and discipline, the protection of property, assistance in quelling disturbances, investigating motor vehicle accidents, and controlling traffic and parking.

IX. D.3. SAFETY BRANCH

The function of this branch is to develop and administer a Safety program for all commands. The program shall cover industrial, traffic, and general safety. Specific tasks include necessary and appropriate inspections, investigations, records, and reports as well as the information and training elements of the program.

IX. D.4. MASTER-AT-ARMS BRANCH

This branch performs the clerical and administrative functions for the Security Division, including vehicle registration and processing of traffic violations. This branch is also responsible for the maintenance of discipline within the Center Command.



C-23

Date: 7-1-65	Approved: <i>B. R. Andrews</i> Commanding Officer	BUREAU OF MEDICINE AND SURGERY WASHINGTON, D.C.	NATIONAL NAVAL MEDICAL CENTER BETHESDA, MARYLAND	Chart No 10
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X. Special Services Department

The function of this Department is the development and operation of a comprehensive, coordinated recreation program to meet the needs and interests of all personnel attached to the Center and the component commands and for the benefit of other authorized personnel residing in the area.

X.A. Administrative Division

This division provides general administrative and management support to the Department. Specific tasks include:

- a. Process all correspondence and maintain files.
- b. Provide custody and accountability for all Special Services funds.
- c. Administer the civilian payroll.
- d. Provide custody for and procure, store, and issue property, equipment, and supplies.
- e. Publish a station newspaper, movie schedules, and special bulletins.
- f. Maintain liaison with community agencies related to the recreation program.
- g. Administer special programs involving visits and meetings at the Center.

X.B. Athletic Division

This division develops and administers an athletic program designed to provide opportunities for physical activity, enjoyment, and development of center personnel. Specific tasks include:

- a. Plan and direct a varsity sports program.
- b. Develop and administer an intra-mural sports program.
- c. Provide schedules and maintain records in support of the sports programs.
- d. Develop and coordinate a physical fitness program.
- e. Plan and submit requirements for equipment necessary to support the athletic program.

X. C. Recreation Division

This division provides and supervises a variety of facilities and services for the entertainment and well being of authorized patrons. Specific tasks include:

a. Operate a baby sitting service at a nominal charge for dependents visiting the clinics.

b. Procure tickets, both free and purchased, for special shows and events in the area for distribution.

c. Arrange for special shows and events at the Center.

d. Operate and maintain the swimming pool.

e. Operate and maintain the Automotive Hobby Shop.

f. Operate and maintain the Craft Hobby Shop.

g. Operate and maintain the Greenhouse Hobby Shop.

h. Operate and maintain the picnic area.

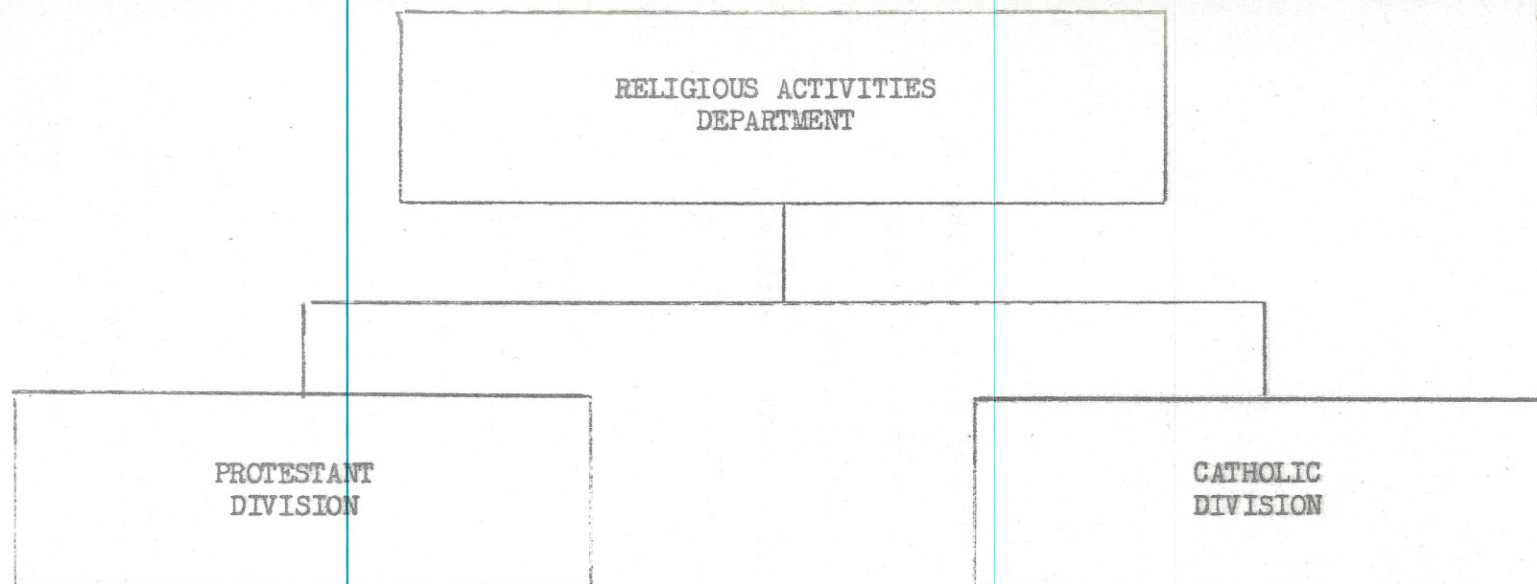
i. Operate and maintain the Golf Course.

j. Operate and maintain the Bowling Alley.

k. Operate and maintain the Athletic Fields.

l. Operate and maintain the Gym and Workout Room.

m. Maintain the Auditorium and operate the movie program.



C-26

Date: 7-1-65	Approved: <i>E. H. Anderson</i> Commanding Officer	BUREAU OF MEDICINE AND SURGERY WASHINGTON, D.C.	NATIONAL NAVAL MEDICAL CENTER BETHESDA, MARYLAND	Chart No. 11
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XI. RELIGIOUS ACTIVITIES DEPARTMENT

The function of this department is to plan, coordinate, and supervise all religious activities at the NNMC complex. This includes advising the Commanding Officers of the component commands in spiritual and moral matters concerning their commands; providing counseling and spiritual and moral guidance for both staff and patient personnel; and assisting with the Moral Leadership Program.

A. PROTESTANT DIVISION

The function of this division is to administer the Protestant Religious Program.

B. CATHOLIC DIVISION

The Function of this division is to administer the Catholic Religious Program.

